



**PATRICK OGAWA**  
ACTING EXECUTIVE OFFICER

## COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 633-5100

### MEMBERS OF THE BOARD

HILDA L. SOLIS  
MARK RIDLEY-THOMAS  
SHEILA KUEHL  
DON KNABE  
MICHAEL D. ANTONOVICH

June 09, 2015

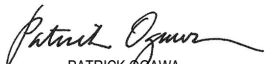
The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

11 June 9, 2015

  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

**APPROVAL OF AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN  
THE LOS ANGELES COUNTY EXECUTIVE OFFICE – BOARD OF SUPERVISORS (HEREAFTER  
“EO”) AND THE LOS ANGELES MEMORIAL COLISEUM COMMISSION (HEREAFTER  
“COMMISSION”)  
(ALL DISTRICTS)  
(4-VOTES)**

### SUBJECT

Request approval of the amended and restated Memorandum of Understanding (MOU) between the EO and the Commission for administrative support services.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Mayor of the Board, or his designee, to execute the Amended and Restated MOU between the EO and the Commission effective upon Board approval for (1.0) Deputy Executive Officer (DEO) to conduct the administrative support services currently provided to the Commission.
2. Amend the billing rate to correspond to the salary and employee benefits of the DEO.
3. Delegate authority to the Acting Executive Officer of the Board, or his designee, to execute amendments to the Amended and Restated MOU between EO and the Commission for appropriation adjustments up to, but not to exceed 15% of the original amount.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

At the October 8, 2013 meeting, the Board approved the ordinance authority and appropriation adjustment for the EO to provide administrative support to the Commission. In October 2013, the EO began providing administrative support to the Commission and has since found that that amount of time and level of management required for this function needs to be adjusted commensurate with the duties. The purpose of the proposed amendment is to align staffing levels with the duties required to provide effective and efficient administrative support to the Commission.

The DEO will provide oversight of all Commission administrative and operational functions, including, budget and fiscal activities, human resource management, procurement functions, organizing and administering meetings, preparing minutes, record keeping, as well as maintaining effective relationships with elected officials, high level management, the public, and other organized groups.

Approval of the first recommendation will provide proper staffing levels to perform the duties described above.

Approval of the second recommendation will align the expenditures and revenues of the EO for performing the duties described above.

Approval of the third recommendation will allow the Acting Executive Officer of the Board flexibility to amend the MOU should adjustments to the appropriation become necessary.

## **Implementation of Strategic Plan Goals**

The recommended actions are consistent with principles of the countywide Strategic Plan Goal Operational Effectiveness/Fiscal Sustainability.

## **FISCAL IMPACT/FINANCING**

There is no fiscal impact since the expenditures are fully off-set by revenue.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Los Angeles Memorial Coliseum Commission is a Joint Powers Authority (JPA) established under a management agreement between: 1) the State of California/Sixth District Agricultural Association; 2) the County of Los Angeles; and 3) the City of Los Angeles. In June 2013, the Commission approved amendments to the JPA agreement, (dated November 9, 1976, and initially dated September 25, 1945). The Amended and Restated JPA Agreement became effective on February 26, 2014 after approval and execution by all three member agencies. The purpose of the recent amendment was to revise the governance structure, meeting requirements and operating arrangements of the Commission in view of the change in the level of the daily responsibilities of the Commission as a result of the amendment of the Commission's Lease with the University of Southern California (USC) to provide for the year-round management of the Coliseum and Sports Arena properties. The amended USC-Coliseum Commission Lease became effective July 29, 2013.

At its September 11, 2013 meeting, the Commission approved the proposal from the EO to provide administrative support to the Commission. At the October 8, 2013 meeting, the Board approved the ordinance authority and appropriation adjustment for the EO to provide administrative support to the

Commission. In October 2013, the EO began providing administrative support to the Commission.

On July 31, 2014, the Commission authorized the President of the Commission to execute an Amended and Restated MOU with the EO to provide the proper staffing levels and revise the associated billing rates.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these recommendations will allow the Executive Office of the Board of Supervisors to provide effective and efficient administrative support to the Coliseum Commission.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patrick Ogawa", written in a cursive style.

PATRICK OGAWA

Acting Executive Officer, Board of Supervisors

PO:ro

Enclosures

c: Interim Chief Executive Officer  
County Counsel

**AMENDED AND RESTATED INTERAGENCY MEMORANDUM OF  
UNDERSTANDING REGARDING ADMINISTRATIVE AND SUPPORTIVE SERVICES  
BETWEEN THE LOS ANGELES COUNTY EXECUTIVE OFFICE – BOARD OF  
SUPERVISORS (HEREAFTER “EO”) AND THE LOS ANGELES MEMORIAL  
COLISEUM COMMISSION (HEREAFTER "COMMISSION")**

**I. Purpose**

The purpose of this Amended and Restated Memorandum of Understanding (MOU) is to set forth the obligations of the Commission and the EO with respect to the EO's provision of administrative support services as proposed by the Los Angeles County Board of Supervisors (Board) and requested by the Commission, and to increase the estimated annual amount of the existing MOU between the EO and the Commission for administrative support services that became effective October 8, 2013.

**II. Services**

The EO will provide ongoing support to the Commission using two staff. The staff will be responsible for oversight of all administrative and operational duties, including, budget and fiscal activities, human resource management, procurement functions, organizing and administering meetings, preparing minutes, record keeping, as well as other administrative and operational duties, and maintaining effective relationships with elected officials, high level management, the public, and other organized groups.

**III. Billing, Payment and Labor Rates**

The EO shall bill the Commission at current hourly billing rates, and actual services and supplies cost. Invoices will be submitted no later than 45 days from the end of the quarter in which services were provided. The invoices shall be sent to the Commission for approval and payment:

Los Angeles Memorial Coliseum Commission  
500 West Temple Street, Room 383  
Los Angeles, CA 90012

The Commission shall pay invoices within 30 days of receipt, except when the Commission provides written notice of any disputed amounts in the same timeframe. Payments, billing questions, and inquiries should be directed to:

Executive Office – Board of Supervisors  
Administrative Services Division  
500 West Temple Street, Room 383  
Los Angeles, CA 90012  
Attention: Nanette Herrera  
(213) 974-9700  
naherrera@bos.lacounty.gov

EO staff will record all time expended on this project, in quarter-hour increments, pursuant to the County's standard timekeeping and project job costing procedures. Labor hours will be billed at the EO's approved rates listed below. Below is the standard hourly labor rate for the staff assigned to this project:

**POSITION TITLE**

Deputy Executive Officer  
Senior Board Specialist

**HOURLY BILLING RATE**

\$ 93.71  
\$ 45.30

EO anticipates total billings of approximately \$247,000 for salaries, employee benefits, and services and supplies for the period from July 1, 2014 through June 30, 2015 and approximately \$282,000 for the period July 1, 2015 through June 30, 2016. The estimates include the costs for both Salaries and Employee Benefits (S&EB) and Services and Supplies (S&S). The EO will notify the Commission and request approval before incurring costs in excess of these estimates.

EO may adjust the S&EB and S&S rates for any subsequent fiscal year (July 1 through June 30) by written notification to the Commission on or before April 1 of the prior fiscal year.

**IV. Modifications/Changes**

This Amended and Restated MOU may be modified by mutual consent of both parties. Such modifications shall be in writing.

**V. Effective Date and Term**

This Amended and Restated MOU is effective from June 1, 2015 through June 30, 2016. Thereafter, this Amended and Restated MOU will continue from fiscal year to fiscal year, unless terminated for convenience by either party by giving the other party thirty (30) days written notice.

**Terms and Conditions**

Under this Amended and Restated MOU, the Executive Office (EO) agrees to provide the Coliseum with the services authorized by the Board on October 8, 2013 and requested by the Commission on September 11, 2013.

The Commission agrees to reimburse the EO for the cost of these services, as billed, and to resolve any billing disputes using the County's established dispute resolution process. In the event that a dispute is not thereby resolved to the satisfaction of either party to this Amended and Restated MOU, the matter shall be referred to the Board of Supervisors, in the capacity as the final authority of the County of Los Angeles.

AGREED, Effective as June 1, 2015:

IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors, has caused this Amended and Restated MOU to be executed on its behalf by the Chairman of the Board and attested by the Executive Officer-Clerk thereof, and Commission has caused this Amended and Restated MOU to be executed on its behalf by its duly authorized officer.

COUNTY:  
BOARD OF SUPERVISORS

*Mike Antonovich*

Michael D. Antonovich  
Mayor and Chairman, Board of Supervisors

LA MEMORIAL COLISEUM  
COMMISSION

*Mark Ridley-Thomas*

Mark Ridley-Thomas  
President, Los Angeles Memorial  
Coliseum Commission

APPROVED AS TO FORM:  
MARK J. SALADINO  
County Counsel

By *[Signature]*  
Principal Deputy County Counsel

APPROVED AS TO FORM:

By *[Signature]*  
Commission Legal Counsel

ATTEST:  
PATRICK OGAWA  
Acting Executive Officer- Clerk of the Board

By *Carla Little*  
Deputy



**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

**11**

**JUN 09 2015**

*Patrick Ogawa*  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER